**Elementary Principals**

**Monthly Team Meeting**

**September 9, 2013**

**4:00 p.m.**

**Room 14 – Sixth ST Administration Building**

**Guiding Question:** How do we become a Professional Learning Community (PLC) as we meet the five district goals and implement the 21st Century Model of Education?

**Long-term targets:**

* Be a professional learning community (PLC) by consistently and fully implementing PLC procedures and structures throughout the district
* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for this meeting:**

* Review norms and reciprocal commitments
* First days of school plus/delta
* Primary grade report card

**Roles for this meeting:**

* **Facilitator/ Agenda Setter** - Mark
* **Time Keeper** /**Note taker** - Heather
* **Reading** - Karen

**AGENDA**

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| **TIME** | **ACTIVITY** |
| **4:00-4:10** | Review and revise agenda  Will add “help needed with financial software reports” to parking lot. |
| **4:10-4:15** | Reading – Mark  Role of the central office in modeling and supporting PLC work at the building-level. |
| **4:15-4:30** | Review norms and reciprocal commitments – Karen  In PLCs norms represent protocols and commitments developed by each team member to guide members in working together. Norms help team members clarify expectations regarding how they will work together to achieve their shared goals.  **Procedural – EXAMPLES**   * Start on time * Have snacks for meetings longer than \_\_\_ minutes * Same facilitator each time but rotating time keeper/recording duties * Don’t bring “extra” work to meeting (no email/messaging) |
|  | NORMS (continued)  **Interpersonal – EXAMPLES**   * Focus on students * Ask clarifying questions out loud (rather than whispering to a neighbor) * Allow one person to talk at once * Feed off each others’ ideas * Stay positive and proactive (no “venting” * Make eye contact with others when speaking   Reviewed:   * Sample Administrative Team Norms from White River School District * Sample high school English department norms * 6th grade team meeting norms * Team norms example adapted from the National Staff Development Council |
| **4:30-4:45** | Beginning of the school year plus/delta  **What went well**   * Starting with Monday as building meeting day * 3 day start week for kids/families * Materials shared at K-12 Aug 12th PLC meeting – appropriate and helpful to staff meetings * Summer PLC workshop in June * August 19th CCSS Leadership workshop created excitement and set the stage for the year * Helpful “Mind-Set” activity/protocol modeling to use with staff * 2 hour admin leadership meeting helped to get things done in the building and be able to meet/work with families during this time * Good modeling of efficient meetings – can get a lot accomplished * Specialists help cover noon-duty (hall way transition) * Fruit/veggies at the bbq   **What might we consider doing differently**   * Need secretaries back 3 days earlier (keep schools closed, but need time to catch up with secretaries to begin school) * Need more training for new school secretaries (s/b early in August) * New principal training * Extra temporary secretarial help during first few weeks of school (currently much overtime on evenings and weekends to catch up) – perhaps get secretaries together to facilitate a meeting to determine what their needs are and how to support them effectively * Online enrollment needs improvement * Tyler MUNIS training at beginning of year was really difficult (s/h training earlier or later) * Warehouse issues |
|  | **What might we consider doing differently**   * Summer orders need to be monitored by someone * Cross guards/noon duties – could district hire? Train? * Adequate coverage/supervision by noon-duty aides (too little FTE allotted)/Not enough supervision for playground * Cut lunch from 45 to 30 minutes * Not enough kitchen staff (principal has to jump in and help serve food; system of 20 volunteers used in another school in groups of 5) * IEP meetings before school – when? * Special training needs by health services staff (nurses) – too little time to do this after contract days begin * Coordinate all summer-time PIR/paid training or work sessions before school starts * Organizational flow chart to know who to call when you have questions * Phone lines? * Both phone support people take Fridays off – can we reschedule so that one is always available on all days school is in session * 2 hour bbq is too long (on the other hand – difficult for some to get across town in shorter time period) * Q technology freezing up |
| **4:45-5:15** | Primary (K-2) Report Card   * Standards-based grading * Q report card   Alanna spoke with Tony Z about making these changes. Thought this would be a simple fix, but it turns out it is not so simple. Working to make accommodations and decisions about how to create a standards-based report card system in Q.  What is the best solution for now? What might we do?   * Simple/easy b/c Q keeps crashing – teacher’s are already frustrated * Do a separate record keeping (highlighting/Excel or Word table) like we used to do? * Purpose of report cards is to communicate to parents – what do the records mean to parents and long-term? * Turn off standards-based currently in Q since what is in the system right now does not align to CCSS   Break it into two areas:   * K-2   + Paper version that aligns with CCSS for report card   + no report card record in Q   + copy of paper version s/b added to cum folder for a record (WORD template or NCR report cards – 4 parts – 1 for each trimester and 1 for cum folder) * 3-5   + have teachers continue to use grade book on Q   + turn off feature that matches the standards to the grade (currently do not align with CCSS)   + use a supplemental page where teachers mark the standards (highlight) * Mark will talk with Tony – what are the print options if 3-5 teachers continue to use the Q gradebook * Mark will send talking points via email and all principals will communicate with their staffs about this AFTER |
| **5:15-5:25** | Address other items not on agenda   * Continuous School Improvement Plan (annual)   + OPI website, Data/Reporting, link to CSIP – test to ensure you can get logged in   + October 3 deadline   + Title I schools CSIP is open now, but cannot get logged in   + Mark will set a time to meet/work together in a computer lab * SPED is facilitating intervention trainings w/ Molly Blakely   + principals will also be notified of these trainings   + will be available to ALL teachers   + principals will ensure any staff who needs it in their buildings are signed up * Sep 30th - need afternoon with SPED staff in light of OPI monitoring visit this year * Para educator training offered ALL day Sep 30th with principal approval   + MANDT training   + Other options will be available: OT/PT positioning for handwriting; engagement strategies; Linda Simon on health care plans; using the iPad; de-escalation strategies   + SPED needs to know how many to plan for   + Both the Sep and Apr PIR days are work days for paras beginning this year – no longer PIR – it is their regular scheduled work day * FRC/FIT Specialist training offering for Sep 30th is requested * Karen reviewed Sep 30th plan agenda planning * DMI classes   + MMO and BST are foundation classes – everything we are doing in these two courses are part of CCSS   + Suggest you encourage your new teachers to take these courses first as part of their requirement, or at least |
| **5:25-5:30** | Plus/Delta   * What went well? What might we do differently? * How did we do with following our norms?   Ran out of time, will be sure to make time for this in future meetings |